



SECTION: HR
TOPIC: NEW POSITION 01
GENERAL
OCTOBER, 2024

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: NEW POSITIONS-CREATION OF

1. The creation of new positions is accomplished through the annual budgetary process.
2. Requests for creation of new positions should only be considered after the need for the position has been thoroughly identified and a comprehensive investigation of less costly alternatives has been conducted.
3. If it is decided that a new position is being requested a New Position Request Data Form must be completed and attached to the request.
4. If requested, the Employee Relations Division will consult with departments to help determine staffing needs and alternatives. Departmental studies of potential new positions should always involve the Employee Relations Division for consultation on classification and pay range allocation.
5. If the department has identified that an existing position is being changed to meet a new need, those must go through the reclassification process.

END OF POLICY



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Forms Needed:

New Position Request Data Form

RESPONSIBILITY

ACTION

Department

1. New position requests are to follow the budget procedures established each year by the County Executive.
2. Identify the need for a new position. This is usually done by conducting a study that explains the factors that make a new position necessary. Include a position paper that provides options to establishing a new position and projects outcomes if the request is not granted (e.g., work reassignment, reduction in service level, contracting out, improved work methods and/or new or additional equipment, etc.).
3. If the departmental study determines that a new position should be requested, provide the Controller's office with the anticipated job content of the position through a New Position Request Data Form. The Employee Relations Division may also be contacted to assist with the departmental study of the need and alternative methods. If the contracting out or purchase of service for employee group/bargaining unit work from other than temporary help agencies is anticipated, contact the Employee Relations Division for assistance to ensure compliance with the applicable collective bargaining agreement or employee benefit handbook and the Purchasing Division.

Employee Relations Division

4. Review the New Position Request Data Form and advise the department as to the appropriate classification and pay range. If requested, assist with the departmental study.

END OF PROCEDURE